



Lake County Illinois

Legislation Details (With Text)

File #:	19-1307	Version:	1	Name:	Commissary Services for Lake County Jail
Type:	resolution	Status:		Status:	Passed
File created:	7/29/2019	In control:		In control:	Law & Judicial Committee
On agenda:		Final action:		Final action:	8/13/2019

Title: Joint resolution authorizing into a contract with Stellar Services, LLC, Stoughton, Wisconsin, in the estimated annual amount of \$250,000 payable to the Inmate Welfare Fund for commissary commissions.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 19112 RFP Jail Commissary Final.pdf, 2. Award Information.pdf, 3. Stellar Services, LLC Vendor Disclosure.pdf, 4. Summary Score Matrix.pdf

Date	Ver.	Action By	Action	Result
8/13/2019	1	Lake County Board	adopted	Pass
8/8/2019	1	Financial & Administrative Committee	recommended for adoption to the regular agenda	Pass
8/6/2019	1	Law & Judicial Committee	approved and referred on to the Financial and Administrative Committee	Pass

Joint resolution authorizing into a contract with Stellar Services, LLC, Stoughton, Wisconsin, in the estimated annual amount of \$250,000 payable to the Inmate Welfare Fund for commissary commissions.

- The current contract for commissary services expires on September 11, 2019.
- Inmate Commissary is a service the jails provide because inmates are not permitted to possess cash. It is for the sale of basic hygiene and snack food items that are available for inmates to purchase. Inmates or their family members can deposit personal funds into an account that are then available to the inmate to purchase commissary items.
- There is a need to identify a firm to provide a software solution for inmate commissary ordering, accounting and a delivery solution for the Lake County Jail.
- A request for proposal (RFP) was sent to 11 vendors, and proposals were received from five vendors.
- An interdepartmental committee comprised of department representatives for the Sheriff's Office and Finance and Administrative Services reviewed the proposals and interviewed the top three vendors.
- Based on the criteria set forth in the RFP, the evaluation group selected Stellar Services, LLC as the most favorable proposal for Lake County.
- This contract authorizes receipt of commissary commissions in the amount of 41.5 percent of gross sales, estimated at \$250,000 annually, payable to the Inmate Welfare Fund for a period of two years with three one-year renewals.

WHEREAS, in accordance with Section 5-102 of the Lake County Purchasing Ordinance,

proposals were called for by publication for Commissary Services and Inmate Banking Software; and

WHEREAS, subsequent to said publication, Request for Proposals were extended to eleven vendors; and

WHEREAS, sealed proposals were received from five vendors and opened in the County Building, Waukegan, Illinois, on June 18, 2019, at 11:00 a.m.; and

WHEREAS, based on the criteria set forth in the Request for Proposals, and Evaluation Committee selected Stellar Services, LLC. to be in the best interest of Lake County.

NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that the Purchasing Agent is authorized to enter into a contract with Stellar Services, LLC, Stoughton, Wisconsin, for receipt of commissary commissions in the amount of 41.5% of gross sales in the estimated annual amount of \$250,000 payable to the Inmate Welfare Fund for a period of two years with three one-year renewals.

DATED at Waukegan, Illinois, on August 13, 2019.